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Deputy Chief, General Services

4 September 1952

Chief,

Employee Suggestion - Pneumatic Tube System, Your Memo Dated 12 May 1952.

1. We have completed our review of the suggestion to install a pneumatic tube system in the Temporary Buildings I, J, K, and L. Through  of the Procurement Office, arrangements were made for the local representative of a company supplying this type of equipment to look over the buildings and give us a tentative estimate.

2. There are attached estimates for two types of installations in two tube sizes for each. The installation costs range from a minimum of \$10,366 to a maximum of \$31,400. In our opinion only the \$31,400 installation would meet our minimum requirements with respect to service, capacity, and security. The \$31,400 is not, however, the complete cost, which would be several thousand dollars more for necessary electrical equipment, wiring, cutting, patching, painting, and additional carriers. The installation could be started 90 days after receipt of our order and would require approximately 30 days to complete.

3. The cost figures quoted above are, of course, only tentative. If it is decided to make the installation, bids will be obtained from a number of the suppliers of similar equipment.

4. The system covered by the estimate dated 23 July permits forwarding a carrier only to the adjoining terminal in either direction. This necessitates manually reinserting the carrier in the tube for transmittal to a terminal located further down the line. For example, material from I Building addressed to L Building would have to be relayed by the messenger stationed at the terminal in J Building and again in K Building. Since this system permits no centralized control and would call for constant attendance at the terminals, the company representative was again consulted and as a result, submitted the estimate dated 30 July.

5. This system, described in the 30 July estimate, provides for transmittal from any given terminal into a central terminal. The central terminal can then relay to the desired terminal. For instance, if the central terminal was in I Building, material from there could be sent directly to any of the other three buildings. If, however,

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material was to be sent from Building J to L, it would go to the central terminal in I Building to be relayed to L Building.

6. It is our opinion that the installation should not be made for the following reasons:

a. The initial cost would not be offset by any monetary savings through reduction in courier or messenger personnel. Externally, the same number of scheduled courier trips, requiring about the same amount of time, would be necessary because of the mail addressed to and from other buildings. Internally, the tube system would not permit a reduction of personnel either. For example, there are now two couriers stationed in I Building to meet the scheduled courier trips and to service 23 stops in Buildings I and J. Under the proposed system, four terminals would be provided in these two buildings, one on each floor. These terminals would not lessen the work for the two couriers. In fact, with classified material being sent by way of the pneumatic tube system, it would be necessary to have someone at each of the terminals at all times or to have the terminals enclosed in vaulted areas. It would also be necessary to continue to maintain the one courier stationed in L Building to receipt for classified material and to serve the six stops now being made. SO/PC have a number of messengers stationed in Buildings L and K, but representatives of this Office did not feel that the tube system would reduce the number of messengers required for the reasons stated above for Building I.

b. The tube system, covered by these estimates, provide for carriers large enough to insert legal size material if folded length-wise. The SO/PC representative stated that much of their material consisted of file folders which they would not be willing to bend for insertion in the carriers. These carriers are the largest made by the company submitting the estimates. Larger carriers are obtainable from other companies, but the cost of the system increases greatly with any increase in the tube size.

c. Although there would be no monetary savings as a result of installing the tube system in Buildings I, J, K, and L, the system would undoubtedly expedite the inter change of intra-building correspondence to some extent. However, it is felt that this limited increase to the service would not justify such a considerable expenditure on these temporary buildings.

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Of course, a pneumatic tube system should be considered in making any plans for a new Agency building.



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Attachments

Concurred In:

Chief, Building Maintenance & Utilities Div.

  
TS:gh

Distribution

- Original & 1 - Addressee
- 2 - Bldg. Maint.
- 1 - Rec. Mgm't.

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